

APPENDIX E-370 P

SUPPLY AVAILABILITY AND WORKLOAD ANALYSIS REPORT

1. PURPOSE

a. This appendix is applicable to chapter 44 and describes the processes involved in the preparation, submission, distribution, and utilization of the Supply Availability and Workload Analysis Report (RCS DLA(M)96(0)MIN) by the DSC. The RCS DLA(M)96(0)MIN is the vehicle for reporting of numerous elements of data pertaining to supply effectiveness and selected workloads of the DSCs. The reporting data are utilized to evaluate supply availability and selected workload information relating to the DLA system. These data are also reviewed and analyzed to determine supply effectiveness as evidenced by the various elements of reporting data and for initiating necessary corrective actions to improve supply support to customers of DLA.

b. Procedural details in this appendix cover the development of RCS DLA(M)96(0)MIN elements of data, the electrical transmission of selected information by means of the Supply Availability and Workload Analysis Report Multidata Transactions (formats described in appendix B-57), and preparation and submission of hard copy reporting data not included under the MIS mechanized data transaction program. A procedural description is also included covering the narrative analysis report which will be prepared in conjunction with the statistical reporting data. The insertion of estimated data is not authorized by HQ DLA. Data will reflect activity for the entire reporting month and the reports are to be based on actual counts.

2. APPENDIX USED IN THIS PROCESS

- a. Appendix F-67, Supply Availability and Workload Analysis Report.
- b. Appendix F-454, Special Project Activity Report.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Office of Planning and Management and DSO or other organizational unit designated by the DSC.

4. PROCEDURES AND INSTRUCTIONS

a. Upon receipt of the listings in the format described in appendix F-67, review all elements of data for accuracy and completeness. Although correctness of the numerous elements of data cannot be readily determined in detail during this initial review, a knowledge of normal rates of system performance and workload levels and familiarity with influences upon performance/workload trends and fluctuations enable qualified analysts to discern questionable areas and locate suspected erroneous data or omission of data.

b. Corrections to mechanical submissions, already forwarded to HQ DLA, will be prepared in the same format prescribed for regular submissions except that an appropriate action code will be used in pos. 21 of the DIC MIS document to identify the type of correction. An I punch in pos. 21 is used to insert a complete transaction or data field(s) omitted from a previous submission. An R punch in pos. 21 is to replace a complete transaction or data field(s) from any previously submitted transaction. Detailed instructions are contained in appendix B-57.

c. Due Date:

(1) The report is due in HQ DLA on the 10th calendar day following Report Period. When due date falls on a Saturday, or on a day other than Monday that is a Federal Holiday, data are to be submitted by close of business preceding workday. When due date falls on a Sunday, or on a Monday that is a Federal Holiday, data are to be submitted by the close of business following workday. Cutoff date for accumulating data for reporting is close of business on last day of month. (See MIS Instruction No. 96-11.)

(2) The Management Information System is a HQ DLA field reporting system which results in a data bank for reports utilized by HQ DLA, OSD and Civil Service Commission for management purposes. The value of the DLA Management Information System is measured by the timeliness and accuracy of the data reported. Therefore, whenever, it becomes known that the report will be delayed due to communication difficulties, ADPE outage or for other legitimate reasons, it is incumbent upon the DSCs to transmit to DLA-CM via TWX not later than the reporting due date indicated in subparagraph (1) above, reasons for report transmission delay and the extent of delay.

d. Narrative Analysis - DSCs will prepare and submit a narrative analysis IAW specific requirements set forth in the current DLAR 4140.15 on an as required basis only, as follows:

(1) Types of Variations Requiring Analysis

(a) Monthly Variations. Significant variations in statistical data from month-to-month will be analyzed in relation to the reasons for and causes behind such sharp variations. Statistics that already appear/available in the RCS DLA-96 Report should not be repeated in the analysis; the emphasis should be on brief, factual, investigated reasons for the variance and corrective actions taken/planned.

(b) Long Term Trend Variations. Variations in any of the statistical areas that begin to show a developing adverse trend over a relatively long period of time, such as one FY Quarter, will be analyzed. Statistics that already appear in the RCS DLA(M) 96(0)MIN report should not be reported in the narrative analysis. Emphasis should be on brief, factual, investigated reasons for and causes behind such a developing trend.

(c) Other. Whenever the total of any one of the DEMAND THAT REJECT FOR OTHER REASONS as depicted in sublines A16F0, B16F0, C14F0, D14F0, E12F0 and/or F16F0 exceeds 10 percent of its corresponding master line item A1600, B1600, C1400, D1400, E1200 and/or F1600, an applicable F-67, part 15 and/or 16 will be mechanically output identifying by MNICs

specific counts that make up the excessive total. These printouts will be used for analysis and for any required narrative of significant reason(s) for the unusually high manual intervention. Whenever the total percentage factor referenced above is less than 10 percent, no output will be effected.

(2) Preparation of Analysis.

(a) Analysis should be directed to the specific element of data, i.e., IPG, Service, which influenced performance or caused the variation in the data for which a narrative analysis has been requested.

(b) Causes for the variations should be specific and supported by factual data. General statements or words which do not reflect the degree of impact should be avoided.

(c) Separate analysis sheets will be provided for Stocked, Nonstocked NSN, Nonstocked Non-NSN and SSP if and when applicable to the requested analysis.

e. Other. As requested by DLA (DLA-OSM), provide copies of SAMMS machine format listing reports for the various parts of DLAM 4140.2, Volume II, Part 3, Appendix F-67, not covered by MIS instructions, i.e., parts 12, 17, and so on.

f. The data elements in the F-67 statistical listing, including part 10 (Depot Performance/Workload), and part 11 (System and Centrally Processed Totals), are also reviewed and analyzed for the development of selected management data for Command/Staff Performance Reviews as scheduled by the DSCs. These data are utilized for the purpose of discerning problem areas and initiating appropriate comments and recommendations are disseminated among the Directorate/Office for information and applicable corrective actions as necessary.

5. FLOWCHART

Flowchart not required.